

Inquiry Into Supplier Pricing Terms

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to inquire about the pricing terms for your products/services as we are currently reviewing our supply options.

Specifically, I would like to understand the following:

- Current pricing structure for [specific products/services]
- Volume discounts available
- Payment terms and options
- Any additional fees or charges that may apply

We value our relationship with you and are looking forward to your prompt response to better assess our purchasing needs.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]